

REQUEST FOR PROPOSALS

TITLE: North Carolina Strategic Highway Safety Plan
USING AGENCY: North Carolina Department of Transportation
Transportation Mobility and Safety Division
ISSUE DATE: May 1, 2013
SUBMITTAL DEADLINE: June 3, 2013
ISSUING AGENCY: North Carolina Department of Transportation,
Technical Services Division – Professional Services Management Unit

This Request for Proposals (RFP) is to solicit responses from qualified firms to provide professional consulting services to update the North Carolina Strategic Highway Safety Plan. Qualifications will be determined based on information provided in the RFP. The Strategic Highway Safety Plan (SHSP) is a statewide-coordinated safety plan that provides a comprehensive framework for reducing highway fatalities and serious injuries on all public roads. Strategically, the SHSP establishes statewide goals, objectives, and key emphasis areas for safety improvement. The SHSP is developed in consultation with Federal, State, and Local and private sector safety stakeholders.

RFP's should be submitted in .pdf format using software such as Adobe CutePDF PDF Writer, DocuDesk deskPDF, etc.

One copy of the RFP should be sent as a .pdf file: psmu-411@ncdot.gov . The FTS system will send you an electronic receipt when your RFP is downloaded to PSMU's server. Paper copies are not required. The subject line should contain the Firm's Name, and "RFP for NC Strategic Highway Safety Plan."

If an interested firm does not have an FTS account they should send a request through e-mail to psmu-411@ncdot.gov . A response will be sent via the FTS system that will provide a login username, password, and login procedures.

RFP's SHALL be received electronically **no later than 12:00 P.M., June 3, 2013.**

SCOPE OF WORK

The Transportation Mobility and Safety Division at the North Carolina Department of Transportation (NCDOT) is soliciting proposals for the services of a consultant team to update the Strategic Highway Safety Plan for North Carolina.

Purpose and Intent

North Carolina's Executive Committee for Highway Safety (ECHS) has endorsed and adopted the American Association of State Highway and Transportation Officials (AASHTO) Strategic Highway Safety Plan (SHSP) as its working plan with the understanding that this is a dynamic document subject to modifications as necessary to address North Carolina's needs. The initial goal of the ECHS was to develop and implement short and long term, sustainable strategies that would reduce the statewide fatal crash rate to the adopted AASHTO goal of 1.0 Fatalities/100 Million Vehicle Miles Traveled (MVMT) by the year 2008. There has been a steady decrease in the fatal crash rate since the inception of the ECHS. The 2008 fatal crash rate was 1.44 fatalities/100MVMT and the 2012 fatality crash rate was 1.21 fatalities/100MVMT. The initiatives of the ECHS have helped to move the statewide fatal crash rate in the desired directional trend, but there is still work to do.

The Moving Ahead for Progress in the 21st Century Act (MAP-21) signed into law on July 6, 2012 contains performance measures that will transform the federal-aid highway program and provide a means to the most efficient investment of federal funds. MAP-21 requires every state to develop a SHSP and submit it to the USDOT in fiscal year 2014 and each fiscal year thereafter. With the legislation of MAP-21, the ECHS is seeking the assistance of a qualified private consulting firm to make sure that our state meets the USDOT requirement of annually updating our SHSP and to ensure that our safety goals and performance targets are set.

The goal of the SHSP is to continue to reduce the number of fatal and severe injury crashes so that the adopted AASHTO goal of 1.0 Fatalities/100 MVMT is achieved.

The method of payment will be LUMP SUM.

Timeframe

A draft of the updated SHSP shall be completed by January 2014. The aim is for the plan to be finalized by March 31, 2014.

The selected team/firm is expected to provide the following deliverables:

1. A draft SHSP that will be reviewed by the ECHS, which takes complicated transportation safety-related documents and produces an easy to read, visual and creative publication to be used to communicate with external audiences.
2. An electronic and hardcopy version of the final SHSP publication.
3. A PowerPoint presentation that outlines the process used to assemble the SHSP and the highlights of the SHSP.
4. A template of the final SHSP provided in a format that will enable the ECHS to annually update the publication.
5. Recommendations of best practices on how to market and facilitate usage of the SHSP.

SUBMITTAL REQUIREMENTS

All RFP's are limited to thirty (30) pages (RS-2 forms and resumes are not included in the page count) inclusive of the cover sheet, and shall be typed on 8 1/2" x 11" sheets, single spaced,

one sided. ONLY ELECTRONIC RFP's WILL BE ACCEPTED. RFP's containing more than thirty (30) pages will not be considered.

Questions may submitted electronically only, to the contact below. Responses will be issued in the form of an addendum available to all interested parties. Interested parties should also send a request, by email only, to Scott Blevins at sblevins@ncdot.gov to be placed on a public correspondence list to ensure future updates regarding the RFP or other project information can be conveyed. **Questions must be submitted to the Mr. Blevins no later than 12:00 p.m. on May 16, 2013.** The addendum will be issued no later than May 21, 2013.

SELECTION CRITERIA

In selecting a firm/team, the selection committee will take into consideration qualification information including such factors as:

1. Specialized or appropriate expertise in the type of project. 30%
2. Adequate staff and proposed team for the project. 30%
3. Proposed approach for the project. 30%
4. Ability to meet the proposed schedule 10%

SELECTION PROCESS

Following is a general description of the selection process:

The NCDOT Selection Committee will review all qualifying RFP submittals.

The Selection Committee will shortlist a minimum of 3 firms to be interviewed. Shortlisted firms will be notified by **June 18, 2013**. Interviews with the shortlisted firms will be held the week of July 8, 2013. In order to be considered for selection, consultants must submit a complete response to this RFP prior to specified deadlines. Failure to submit all information in a timely manner will result in disqualification.

Any firm wishing to be considered must be properly registered with the Office of the Secretary of State and with the North Carolina Board of Examiners for Engineers and Surveyors. Any firm proposing to use corporate subsidiaries or subcontractors must include a statement that these companies are properly registered with the North Carolina Board of Examiners for Engineers and Surveyors. The Engineers performing the work and in responsible charge of the work must be registered Professional Engineers and must have a good ethical and professional standing. It will be the responsibility of the selected private firm to verify the registration of any corporate subsidiary or subcontractor prior to submitting a Letter of Interest. The firm must have the financial ability to undertake the work and assume the liability. The selected firm(s) will be required to furnish proof of Professional Liability insurance coverage in the minimum amount of \$1,000,000.00. The firm(s) must have an adequate accounting system to identify costs chargeable to the project.

SMALL PROFESSIONAL SERVICE FIRM (SPSF) PARTICIPATION

The Department encourages the use of Small Professional Services Firms (SPSF). Small businesses determined to be eligible for participation in the SPSF program are those meeting size standards defined by Small Business Administration (SBA) regulations, 13 CFR Part 121 in Sector 54 under the North American Industrial Classification System (NAICS). The SPSF program is a race, ethnicity, and gender neutral program designed to increase the availability of contracting opportunities for small businesses on federal, state or locally funded contracts. SPSF participation is not contingent upon the funding source.

The Firm, at the time the Letter of Interest is submitted, shall submit a listing of all known SPSF firms that will participate in the performance of the identified work. The participation shall be submitted on the Department's Subconsultant Form RS 2. RS-2 forms may be accessed on the website at <https://apps.dot.state.nc.us/quickfind/forms/Default.aspx>.

The SPSF must be qualified with the Department to perform the work for which they are listed.

Real-time information about firms doing business with the Department and firms that are SPSF certified through the Contractual Services Unit is available in the Directory of Transportation Firms. The Directory can be accessed by the link on the Department's homepage or by entering <https://apps.dot.state.nc.us/vendor/directory/> in the address bar of your web browser.

The listing of an individual firm in the Department's directory shall not be construed as an endorsement of the firm.

Even though specific DBE/MBE/WBE goals are not required for this project, the Department of Transportation is committed to providing opportunity for small and disadvantaged businesses to perform on its contracts through established Department goals. The Firm, subconsultant and subfirm shall not discriminate on the basis of race, religion, color, national origin, age, disability or sex in the performance of this contract

SUBMISSION ORGANIZATION AND INFORMATION REQUIREMENTS

The RFP must include the information outlined below:

Chapter 1 - Introduction

The Introduction should demonstrate the consultant's overall qualifications to fulfill the requirements of the scope of work.

Chapter 2 - Team Qualifications

This chapter should elaborate on the general information presented in the introduction to establish the credentials and experience of the consultant to undertake this type of effort. The following must be included:

1. Identify similar projects the firm, acting as the prime contractor, has conducted which demonstrates its ability to conduct and manage the project. Provide a synopsis of each project and include the date completed, and contact person.
2. If subconsultants are involved, provide corresponding information describing their qualifications as requested in paragraph 1 above.

Chapter 3 - Team Experience

This chapter must provide the professional credentials and experience of the persons assigned to the project. Although standard personnel resumes may be included, identify pertinent team experience to be applied to this project.

Specifically, the Division is interested in the experience, expertise, and total quality of the consultant's proposed team. If principals of the firm will not be actively involved in the study, do not list them. The submittal shall clearly indicate the Consultant's Project Manager, other key Team Members and his/her qualifications for the proposed work. Also, include the team's organization chart for the Plan.

Chapter 4 - Technical Approach

The consultant shall provide information on its approach to accomplish this project. Including their envisioned scope for the work with innovative ideas, and a schedule to achieve the dates outlined in this RFP

Chapter 5 - References

The consultant must provide a minimum of three references which the Division may contact regarding qualifications and past performance. All three must have had experience with projects for which members of the proposed study team have participated, including the designated project manager. The following must be included for each reference:

- A. Name of Organization and Contact
- B. Title of Contact
- C. Address (delivery and email)
- D. Telephone Numbers
- E. Title of Project and Date Completed
- F. Project Team Participants

APPENDICES-

CONSULTANT CERTIFICATION Form RS-2

Completed Form RS-2 forms SHALL be submitted with the firm's letter of interest. This section is limited to the number of pages required to provide the requested information.

Submit Form RS-2 forms for the following:

- Prime Consultant firm (Prime Consultant Form RS-2 Rev 1/14/08), and;
- ANY/ALL subconsultant firms (Subconsultant Form RS-2 Rev 1/15/08) to be or anticipated to be utilized by your firm.

Complete and sign each Form RS-2 (instructions are listed on the form).

In the event the firm has no subconsultant, it is required that this be indicated on the Subconsultant Form RS-2 by entering the word "None" or the number "ZERO" and signing the form.

The required forms are available at: <https://apps.dot.state.nc.us/quickfind/forms/Default.aspx>

All submissions, correspondence, and questions concerning this RFP should be directed to Mr. Scott D. Blevins, P.E. He can be reached by email at sblevins@ncdot.gov.

NOTE: To adhere to the Timeframe, a Notice to Proceed is expected to be issued shortly after a team is selected. All teams submitting RFPs should make sure that their rates and overheads are current and have been audited by the Department of Transportation.

SUBMISSION SCHEDULE AND KEY DATES

RFP Release – May 1, 2013

Deadline for Questions - May 16, 2013

Issue Final Addendum - May 21, 2013

Deadline to RFP Submission - June 3, 2013

Shortlist Announced - June 18, 2013

Interviews - week of July 8, 2013

Firm Selection and Notification - July 12, 2013

Notice to Proceed - September 6, 2013